



Taunton Municipal Airport Commission

MINUTES OF MEETING

October 27, 2021

Commissioners:

Robert Adams - Chairman
Richard Griffith - Vice Chairman
Kenneth Gibson
Jonathan LeMaire
William Manganiello
Stephen Rogers
Burton Schriber

Airport Manager: Jan Boboruzian

Treasurer/Secretary Dianne Tavares

Meeting called to order at 7:00 P.M.

Roll call taken:

Robert Adams - present
Richard Griffith - present
Bill Manganiello - present
Steve Rogers - present

2. Airport Engineers: Airport Solutions Group – Craig Schuster

Memo describes the current status of miscellaneous engineering and planning projects at the Taunton Municipal Airport as of the date indicated above.

1. INSTALL OIL WATER SEPARATOR – PHASE 2 (1 UNIT)

ASG has prepared and coordinated the execution of contracts between TAN and G. Lopes Construction. ASG is in the process of reviewing shop drawings submitted by G. Lopes. ASG has been coordinating with the contractor on lead time for the oil water separator. As of this report lead time is approximately 6 weeks. Once shop drawings have been approved ASG will work with G. Lopes to provide a more accurate delivery date.

Project Cost:	\$202,195.08
FAA Share:	\$202,195.08
MassDot Share:	-0-
TAN Share:	-0-

The above represents the author's recollection of the meeting discussed and agreements made. Please notify the author of any errors or omissions within one week of issuance, otherwise this record shall stand as an accurate Representation of the meeting.

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2. RUNWAY 12-30 RUNWAY/TAXIWAY SEPARATION STANDARDS FEASIBILITY STUDY

ASG received FAA approval on August 6, 2021. FAA has some minor comments which ASG addressed and resubmitted to the FAA, TAN and MassDOT, on September 3, 2021, for review and final approval. The preferred alternative is to move Taxiway A to its proper offset of 240 feet. The next step for this project is to perform project closeout once report has been approved.

Estimate Project Cost -	\$92,800.00
FAA Share:	\$92,800.00
MassDot Share:	-0-
TAN Share	-0-

3. COLD STORAGE BUILDING (ASMP)

The Taunton Municipal Airport (TAN) is seeking funding assistance under the MassDOT Aeronautics Division's Airport Safety & Maintenance Program (ASMP) to purchase and install a cold storage shelter to store and maintain its (overflow) fleet of equipment. The proposed cold storage shelter (42'x 40' x 17'H) will be made of steel members with a heavy canvass material covering the frame. (e.g. Quonset hut "type" structure). The structure will be mounted onto 2-foot high concrete blocks to allow for protection of the structure from winter conditions and to gain additional clearance height for vehicles. A manual rollup overhead door (16' x 16') is proposed for ease of moving equipment to / from the structure. The concrete blocks will be placed on a bed of stone dust, and a gravel access road will be constructed to access the building from Westcoat Drive. A new swing gate is also proposed.

An ASMP grant application was submitted on September 13, 2021 to Mass Dot for consideration of funding. Waiting to hear back from MassDOT.

4. FUEL FARM PERMITTING (ASMP)

This project is intended to perform a preliminary design in order to obtain environmental permits / approval for a future project to construct a new Fuel Farm at the Taunton Municipal Airport (TAN) in Taunton, MA. The new fuel farm would include two above-ground fuel tanks: one 10,000 gallon Jet-A tank and one 10,000 gallon AVGAS tank. The system would also include separate pumps and ancillary equipment to receive fuel deliveries from bulk fuel delivery trucks and to dispense fuel into a mobile fuel truck. It is also proposed for the tanks and equipment to be contained within a dike to contain a potential fuel spill and that the bulk fuel delivery truck will unload on a new poured concrete pad.

An ASMP grant application was submitted on September 13, 2021 to MassDot for consideration of funding. Waiting to hear back from MassDOT.

CAPITAL IMPROVEMENT PROGRAM (CIP)

TAN'S CIP meeting was head with the FAA, MassDOT and TAN on September 7, 2021. The result of the meeting is that no 2022 project for TAN. TAN has to collect operational data to support future projects.

- 3. Secretary Report – September 27, 2021** as distributed
Dick Griffith made motion to accept report as distributed
Seconded: Steve
All in favor: yes

4. Treasurer's Report – October 27, 2021

Monthly Income	-	\$23,512.01
Monthly Expenses	-	<u>(\$10,884.71)</u>
Cash Flow		\$12,627.30

Current Balance 25	\$69,901.62
20 Grants Ledger	\$ 5,600.60
22 Grants Ledger	
01 Payroll Acct.	<u>\$20,625.50</u>
Annual Net	\$10,289.44

Dick Griffith made motion to accept financial report pending audit
Seconded: Bill

Chairman Adams asked what leases are coming up for renewal.

Crosswind's is the only lease renewing at this time. Chairman Adams mentioned to the commissioners that the commission needs to discuss the leases. Ongoing leases, not new construction. We were going 20 years in order for tenants to work with banks, to allow them to seek loans for construction. Banks had a hard time lending money if they didn't own land. The existing buildings are coming up on twenty year leases. What the commission wants to think about is are we going to keep it twenty years, or start 5 year increments or ten year increments. It will be up to the commissioners. This was brought up at the MAMA conference. It is something the commission has to discuss.

5. Airport Manager's Report:

1. Fuel Survey – The airport took on 8,032 gallons 10/26/21. Currently at \$5.66gal. Change is \$.11.
2. Airside Inspection – Tie-downs, Lights, Fuel Farm – Everything is operating properly. The electrician is still waiting for parts to repair some lights. During the wind storm, we loss the windsock. It snapped off. We cannot get out there, the

ground is too muddy. Looking at it from a distance, it looks like it is snapped off at the base.

Bob asks if it could be welded together.

Jan replies that he has not been able to get up there because it is too muddy. When it dries a little bit, we will get up there.

There is a Crosswinds hangar, building 17, unit 6 that has a 3 x 3 piece of sheet metal over the garage door that came loose.

Beacon - Jan has Notam it out. Cullen Electric who is doing the airports taxiway and runway light repairs is going to come down Wednesday or Thursday depending on the weather. He will come down and let the airport know what the beacon needs. You could hear it running, the light works, but it was not turning.

Bob - the gears are not connecting. Commissioner Terra and Bob were up there. There are two round wheels up there. There are gears that go together. It has been up there since World War Two. Commissioner Terra and Bob loosen up the gear and pushed it back and greased it. It has worked for five years now.

Dick asks what are the chances of MassDot putting in a new one?

We could get the new LED lighting that they have. The tower does not have to be that high, unless they want to put it up there. Bob believes the tower is structurally fine.

Jan believes that this came up when the initial plans for the administration building came up. At that time they were talking about changing it to LED lighting. That is all Jan has. The airport looked pretty good. The airport did pretty well during the storm. No trees down anywhere.

Bob's recaps - the windsock is down, the beacon - we are waiting for Cullen to come and make a recommendation about the condition of the beacon. If Cullen comes out, is he going to climb up it?

Per Jan yes, he has to get up there to look at it. Jan agrees with Bob, it is the gears inside.

If he can get it to run in the meantime, the airport would have to apply for a grant per Bob. It is not going to be instant. Have Cullen Electric give the airport a recommendation. Maybe coming from Tom, it might speed up the process.

6. Old Business

Lease changes.

Distributed from Ron Nation, Raven's Hangar #9 is a copy of his lease. The commission is not going to make a decision on this tonight. The commissioners have just received Ron Nation's diagram of his leased area. The commission will take it under advisement. Look it over, if you have any questions give Bob a call. Basically he is changing the footprint around the well area, and septic area and bumping it out another 15 feet, 10 x 10 is the proposal that is in front of you. We will bring this up at next meeting.

Bob – we will have a public input.

Ron Nation comes into the meeting at this time. Bob tells Mr. Nation that the commission needs two weeks to review his plan. We just received this diagram today. Bob received his an hour before the meeting.

Mr. Nation asks if he is needed at the next meeting.

Bob replies no, it is a good plan and it shows everything. You didn't have to be at this commission meeting. Everyone is going to get it to discuss. It is up to the commission to vote on it. It is pretty straight forward, you already broke it out. 450 feet, I don't think anybody will have a problem, if they do Bob will explain it to them. Next week they will talk it over, motion made, seconded, discussion.

Mr. Nation will check back.

Bob to Mr. Nation, if they have a question the commission can call you if you are available. You do not have to come all the way down here.

7. New Business

1. Novembers's Meeting

Bob makes motion to change the commission meeting from November 24th to November 17th if everyone is available for that date.

Bill will do that in a form of a motion.

Steve seconded it.

Bill in worst case the commission can meet in the back.

Jan will talk to Shannon, about what rooms are available.

Before the 17th meeting we will have the management RFP. Shannon will be opening it up and presenting it to the commission. So the commission will be discussing that and go into executive session and look over the proposals. So we will have a regular meeting then go into executive session if everyone is ok with this. Commissioners can review all the proposals that have come in.

Because the current management contract is up this month on October 31st, we open new bids in November, so we will have two months until the new management comes in. We will not have a new manager until January the way it is written. We are going to have two months of open space. There are a couple of options we can have three actually.

1. The commission can take over and run it for two months.
2. The commission can ask the current management to extend their contract for two months. That would be the transition period going over the codes and the books and everything that is going on for the new management that is coming in. If anybody applies.
3. Hang on to Dianne, keep doing the books, and the secretary's report. Not manage the airport, but do the books, accounts payable and receivable and work in the transition period. The airport would have to put her on as city employee, 19.5 hours a week for the next two months until January and we will address it.

Dick asks if AVMS wants to stay on.

Bob asks if Dick prefers Dianne by the hour as a city employee or keep the current management.

Dick replies keep the current management if we can, if Jan is willing to stay on.

Steve asks if this is a possibility.

Jan asks if AVMS is definitely gone after January 1st.

Steve relies definitely gone.

Jan asks again if AVMS is definitely gone after January 1st, if another bid comes in. You don't even know if you are going to get one. Even if you do, you may not choose that person.

They will not come until January replies Bob. We are looking at a two month transition. If they get picked, they are not going to get paid but they can come in and start the transition period as far as running the system, the books where things are kept, what the codes are. That is up to Jan if he is willing to do that, you don't have to. Usually rule of thumb a transition period is a good business practice. Ordinarily this would have overlapped by some months so the airport could have a transition period. Because the airport had to go for another RFP, we did not get that luxury this time. What the commission is thinking, money wise, is that the commission would take the current contract, divided by twelve months that AVMS is getting paid by the month, take that for another two months. There is no meeting in December, December is pretty light. November is going to be Thanksgiving, that month is light. We do need to have

someone at the airport. So this is something Jan can think about. We can vote on it right now, but it is up to Jan and Dianne. If you don't want to do it, you are going to dissolve the company. The 3rd option is we offer Dianne by the hour. Bob thinks the commission is in agreement the best way to go is to extend the contract for two more months. It is up to Jan, if you don't want to do it, we are talking about the company not the person. If the company does not want to do it, the other option is on the table. Then if neither of you want to do it, it is up to the commission to step up to maintain the airport until new management is picked.

Jan asks what happens after January 1st if no one applies or November 10th whenever that bid comes in. Then what.

Bob does not know, he does not have that answer.

Dick replies it is uncharted territory right now.

Jan replies it sounds like a big ask to stay on like that just to replace us. Jan would like to hear what the other commissioners have to say.

Bill is indifferent. It is up to the management company if they choose to do so.

Per Steve, it is up to the AVMS, if not then the commissioners will have to choose another option.

Bill - this sounds a little crazy, but this is unfair to put them on the spot right now. Spring it on them. What Bill thinks we should probably do is give AVMS a day or two to think about it, but we have a contingency in place in case they choose not to. Bill would not want to be in AVMS shoes right now making that decision.

Steve asks Dianne if she is opened for option two

Dianne's reply is that she does not have a problem staying on.

So we know we have option 2 per Steve. We just don't know if we have option 1.

Dick ask Jan if this is something that he would want, a day or two to think about it.

Jan's reply is by the end of the week he should have a decision.

Bill asks, can we do this, can Jan give us a decision, call us by the close of business 5:00 p.m. Friday - ok 12 noon Friday. If they choose to extend for two months that is our option 1, if they choose not to, then option 2, would be to retain Dianne for financial and office services as we can fund Dianne for 19.5 hours. Bill would like to know if they would be able to match any additional time.

The airport has the right to hire an employee. We don't have to go through the company we can hire an employee full time per Bob. The airport is responsible for liability, workers comp. In the past the airport did not have the money, if we had to do that we could. It is not a city employee. The commission has the ultimate authority on this airport. If we wanted to hire an employee we could do that. The commission would have to set it all up. We really have to weigh the money out and see if we could afford it. There are options. There are things the commission could try to do, help out on the commission's end. It might be something the commission might want to look into. It is twenty years since the commission last looked into it. Airport manager hires a manager, they can fire a manager and hire a new manager. It is the commission's discretion. Part timers are city employees, it is still coming out of the airport funds. Dianne are you ok with 19.5 hours. Then we can't expect anything else from her. Just accounts receivable and payable.

Bill asks how this effects our field guys. Two part-time employees Greg and John. Bill is not saying to terminate them, if we were to keep them they would at least become temporary employees too.

What we have is 19.5 hours for Greg and John. AVMS picked up 20.5 hours for Greg to give him 40 hours. If they dissolve the company Greg no longer has the second half. Bob will talk to Greg and see where Greg is at. If Greg can float it out until January. If they stay as a company then Greg could stay unit January until they can figure out. If Greg can't do it, we can't make him stay. Once we get the answer for current management, then we can address Greg and what the options are. Bob feels Greg is worth hanging on to. He has done everything the airport has asked plus.

Greg is a tremendous asset per Dick.

Bill mentions contacting HR to see what procedures the commission has to go through. Bill thinks they may have a provision say a temporary person which they would be for two months. Bill's understanding he could be wrong, there is a charge back to the airport as a city department for the additional costs.

Jan replies he does not think that would change. He is a city employee now. It seems like the commission has made up their minds that there is no way Jan is coming back.

Steve does not think that is carved in stone speaking for himself. The commission has to leave their options open.

Bob has spoken to Jan and Dianne several times asking if they were going to submit an RFP. AVMS did not respond to the two RFP that were out there. Bob's thoughts were the AVMS was not interested in the job anymore. Are you willing to stick it out for two more months? If you are not that is fine. If you give Bob an answer by Friday by noon, then we will go step two.

This is something that Jan has to weigh too knowing the commission is looking for someone else. I didn't put in a bid, why bother if Jan was not going to be chosen.

Per Steve that is kind of backwards. It is your option.

If you dissolve the company, then we are going to address Greg at the next meeting. If the company is not dissolved then it is business as usual for two months.

Steve – we can vote on option one, if it falls through then we can go to option 2. Take a vote on option one, it would be AVMS staying on for two months. If they chose not to do that, we have already asked Dianne and she has accepted, option 2.

Bill – under option 2 we retain John and Greg.

Dick – seconded
So voted.

8. Input – No Public Input

Doug Cooper
11 Pawtucket Ave
Bristol, Rhode Island

He is in Hangar #17, Crosswinds Hangars
As you know we have a great little public use, user funded community public airport. He has heard a couple of times from commissioners and city officials we are going in a new direction, or another direction.

What is that other directions and how are we going to pay for it.

Bob – We will take your statements under advisement. We are not answering questions here. We will take what you say under advisement.

Doug asks what is this new direction we are going. Doug kind of likes the way it is now. Thank you, have a nice meeting.

9. Motion to adjourn

Motion to adjourn - Bill
Dick seconded

Next Regularly Scheduled Mmeeting: November 17, 2021 at 7:00 p.m. in the
Taunton City Council Chambers, 15 Summer Street, Taunton, Massachusetts 02780.

Individuals with disabilities, who require assistance or special arrangements

To attend, please contact the Airport Manager at 508-821-2973. We request that

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you provide a 48-hour notice so that the proper arrangements may be made.